

# **LIBRARY TECHNICAL ASSISTANT (TECHNICAL SERVICES)**

FLSA Status – Non-Exempt

EEO Code – E/Para-Professionals

Class Code – E520

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## **GENERAL DESCRIPTION OF THE DUTIES**

Performs a variety of technical and para-professional duties related to collection development, online cataloging, purchasing, maintenance of Library materials and collections, and processing of materials for use by the public.

**SUPERVISION RECEIVED:** Works under the general supervision of the Library Services Coordinator.

## **SUPERVISION EXERCISED**

Supervision is not a typical function assigned to this position. May provide training and orientation to newly assigned personnel and volunteers on department policies and practices.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

The duties and responsibilities listed should not be construed to be all-inclusive. The essential job duties will include other responsibilities as assigned and required.

1. Maintains and monitors acquisition orders and budgets; develops online vendor file and places orders directly from vendors and/or publishers records discounts; monitors received and encumbered funds; and resolves billing problems.
2. Creates appropriate databases and processes for online acquisitions.
3. Reviews all donated materials and sorts for “Friends of the Library” book sale, selection options for other staff, or immediate discard; replaces damaged materials with donated materials as appropriate; checks on-line catalog for holds, usage, and existing copies throughout the system; and determines needs for additional copies or permanent deletion of the materials.
4. Reviews deleted materials for replacement and makes recommendation to the Library Director.
5. Orders video and DVD materials selected by other staff from Library budget, Friends and/or Foundation funds.
6. Performs cataloging data-entry of library collections; attaches library holding to existing Dynix bibliographic records, and creates new Dynix bibliographic records; deletes materials as directed by a supervisor.

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7. Requests and routes materials to CCRLS for Marc records and to the bindery for repair.
8. Maintains periodical subscriptions, orders subscriptions online from vendors as directed by the Library Director, and resolves billing problems. Provides reports and statistical information. Maintains Oregon Union list of serials.
9. Maintains Library collections and the automated online catalog by processing system reports for inventory reclassification, weeding and deletions as directed by a supervisor.
10. Supervises workflow for all book processing and recommends improvements to the Library Services Coordinator.
11. Processes library materials for circulation, prepares and labels materials; and attaches security strips, book jackets, and laminates as required.
12. Assists with special Library projects such as shifting or relocating collections.
13. Coordinates purchasing of Library supplies.
14. Creates and maintains forms and labels.
15. Reserves, shelves, and checks in materials as required for cataloging and processing.
16. Mends and repairs materials in all formats.
17. Provides directional assistance to the public.
18. Performs work in accordance with federal, state, City and Library employment and safety laws, rules, and standards.

## **OTHER JOB FUNCTIONS**

1. Maintains proficiency by attending training conferences and meetings, reading materials, and meeting with others in areas of responsibility.
2. Maintains work areas in a clean and orderly manner.

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## **KNOWLEDGE, SKILLS AND ABILITIES**

### **Knowledge of:**

- Library practices and procedures;
- Basic principles of collection development;
- Cataloging materials in all formats;
- Basic math;
- Principles of customer service.

### **Skills in:**

- Operating Library equipment;
- Using Microsoft Office suite applications;
- Troubleshooting basic problems with computer software applications;
- Establishing and maintaining effective working relationships with others; and
- Problem solving and decision-making.

### **Ability to:**

- Communicate effectively with the public, members of outside agencies, and employees;
- Be alert to irregularities in the automated database and library collections;
- Exercise independent judgment to plan, organize, and carry out duties;
- Work in a team environment; and
- Maintain confidential and sensitive information.

## **EXPERIENCE AND EDUCATION**

Any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the essential duties and responsibilities is qualifying. A typical way to qualify includes college level coursework in library science, information systems, or a related area.

## **DESIRABLE EXPERIENCE, TRAINING AND CERTIFICATIONS**

Previous library experience, or experience in dealing directly with the public in a service capacity.

**PHYSICAL DEMANDS OF POSITION:** While performing the duties of this position, the employee is frequently required to stand, sit, communicate, reach and manipulate objects, tools or controls. The position requires mobility. Duties involve driving the Library bookmobile, moving materials weighing up to 10 pounds on a regular basis such as files, books, office equipment, etc. and infrequently weighing up to 40 pounds. Manual dexterity and coordination are required over 50% of the work period while operating equipment such as standard library and office equipment. Reasonable accommodation will be made to otherwise qualified individuals with disabilities and known limitations.

**WORKING CONDITIONS:** Usual library environment. Work schedule includes evenings and weekend assignments.

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Approved By \_\_\_\_\_ Date \_\_\_\_\_  
(Department Director)

Adopted By \_\_\_\_\_ Date \_\_\_\_\_  
(City Manager)

Established: 03/04